

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**Opening Date: November 25, 2019**

**Closing Date: December 2, 2019**

**Administrative Specialist II (Pay Grade 8)  
Criminal Division, Wilmington Felony Trial Unit  
New Castle County**

**Job Responsibilities and Duties:**

This Administrative Specialist is assigned to provide secretarial support to Deputy Attorneys General in the Wilmington Felony Trial Unit, Criminal Division, in New Castle County. Duties include, but are not limited to, preparing indictments (including multi co-defendant and sealed indictments) and discovery, updating witness lists and sending trial notices, responding to phone calls regarding pending cases and completing other administrative tasks as required. This Administrative Specialist sets up files, runs criminal record checks, and closes files. Duties will include typing of briefs, preparation and filing of pleadings and other legal correspondence. Extra duties can be assigned as needed by the Deputy Attorneys General when they are preparing for trial, or while a Deputy Attorney General is mid-trial. This Administrative Specialist is responsible for monitoring/tracking the Unit's case tracker as well as the compilation and presentation of the Unit's statistics for the year. This Unit is within an extremely fast-paced working environment with a high volume of demands. This secretarial position also participates in the rotation schedule of the main Criminal Division Receptionist phones on the 7<sup>th</sup> floor in the Carvel State Building.

**Minimum Qualifications:**

- Must be detail-oriented, well organized and proficient in Microsoft Office suite.
- Must be able to multi-task throughout a high volume of work demands and deadlines for multiple Deputy Attorneys General.
- Must have the ability to interact professionally with members of the public, including victims, witness, police and probation officers, in addition to working professionally with Court personnel and maintaining productive working relationships with Court staff.
- Must be able to maintain confidentiality on criminal intelligence data and sensitive cases.
- Must possess excellent spelling, grammar and proofreading skills.
- Must be able to answer telephones and take accurate messages.

**Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.**

**External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/>**

**OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6<sup>th</sup> Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.**